

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Personnel

FROM: Chief, Retirement Counseling & Placement
25X1 212 Magazine Building

EXTENSION

NO.

DATE 6 December 1968

TO: (Officer designation, room number, and building)
25X1

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel 5E-56 Hqs.	9 DEC 1968			
2.				
3. Deputy Director for Support 7D-26 Hqs.	15 DEC			
4.				
5.				
6.				
7.				
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10.				
11.				
12.				
13.				
14.				
15.				

(3) SUGGEST YOU MAY WANT TO BRING #3 TO ATTENTION OF EXDIP.

*Now MTS 12 DEC 68. RBW
Mr. Goffy sent booklet sent to DDS prior to publication.
Inform 12 Dec. RBW*

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DD/S 68-6019

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6 December 1968

MEMORANDUM FOR: Deputy Director for Support
THROUGH : Director of Personnel
SUBJECT : Retirement Counseling and Placement Staff Progress
Highlights during November 1968

1. The "CIA Retirement and Disability System Questions and Answers" booklet has been sent to the Reproduction Division, OL, which office has set a December 20 date for completion. Once issued and available to employees it should save them, their supervisors and personnel officers a measurable amount of time presently consumed in repetitive questioning and research.

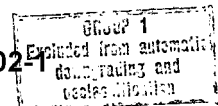
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UNCLASSIFIED

2. The second Retirement Information Seminar (this time for FY69 and FY70 scheduled retirees and their wives) was held during the third week of November. Approximately 300 attended each session; it was noted that many employees attended selected discussions depending upon their personal interests. The critique sheets again proved to be a useful instrument for improving this seminar. Suggestions as to length of talks, order of presentation, special seminar subjects, strong and weak speakers, highlights and new subjects for consideration were included. These unsigned evaluation sheets included a request for an overall, five point rating of the seminar as Excellent, Very Good, Average, Fair and Unsatisfactory; 45 percent rated it excellent, 53 percent rated it Very Good, and two percent rated it as Average. One speaker definitely will not be invited to return and one other is problematical.

3. It is well for senior officers to note the caliber of the speakers whose participation we have enlisted in the above seminar. Mrs. Marie McGuire, Assistant to the Secretary of HUD, twice named "Woman of the Year" and keynote speaker at the White House Conference on the Aging, presented an outstanding and stimulating talk on Housing -- a subject which can easily be dry and uninteresting. Mr. William C. Buell IV, Partner, Rohrbaugh & Co., Mr. Karl F. Heinzman, Trust Officer, American Security and Trust Co., and Mr. Frederic A. Wyatt, Management Consultant, and Author received the fullest possible comments of appreciation and praise with suggestions that they be given much more time to present their information in the future.

4. The Chief, Retirement Counseling and Placement Staff, in his current cycle of presenting the status of the Retirement Program to the Deputy Directors, Heads of Career Services and other senior officers at managerial levels of the Agency, has during November briefed the DDS&T and his Senior Staff, the CIA Retirement Board, top officers of the Central Cover Staff and the DDP Personnel Management Staff.

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with business, commercial, industrial and educational organizations and solidifying communication channels in order to facilitate the external employment assistance part of the Retirement Program. Both trips have been rewarding and provided many benefits to the Agency and our employees.

6. Statistical summary of RCPS action for the month of November:

Retirement Counseling Branch

Retiree Consultations:

Full Counseling Interviews	40
Counseling Discussions	64
Retiree Dossiers Indexed	5 (137 total)
Meetings with Management	55
Research and Information Requests	16
Briefings and Ret. Info. Exchanges:	
Agency	53
External	31
Publications, Staff Papers & Correspondence:	
Man-Days	15

External Employment Assistance Branch

Retirees - New Cases	16
Personal History Summary Asst. Only	8
External Job Leads Provided	25
Follow-up Consultations	16
Resignees- New Cases	10
Personal History Summary Asst. Only	4
External Job Leads Provided	7
Follow-up Consultations	13
External Job Sources Developed	8
Written Inquiries Concerning External Applications: Received and Answered	29
Personnel Files Reviewed for Outside Investigators on External Job Applications	25

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Chief, Retirement Counseling & Placement Staff

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